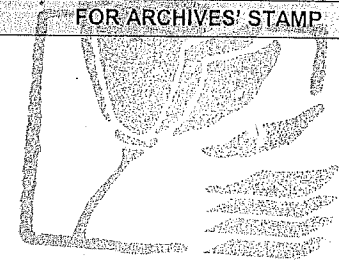


RECORDS RETENTION SCHEDULE

Key 28342

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Public Utilities Commission		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION Executive / Office of Governmental Affairs		(5) ADDRESS 770 L Street Suite 1050. Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]				
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)				
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER OGA-1 A1	(10) SCHEDULE DATE November 12, 2008	(11) NUMBER OF PAGES 12	(12) CUBIC FEET (Total Schedule) 64
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER OGA-1	(14) APPROVAL NUMBER 08-082	(15) APPROVAL DATE (S) March 25, 2008	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : The Office of Governmental Affairs maintains daily communications with legislators, executive agency managers and other regulatory stakeholders. This office ensures that Commissioners are kept informed Of legislative development s as well as keeping the Legislature and Administration aware of the developments at the Commission.				
PART I - AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Pamela C. Loomis		(19) TITLE Director, OGA	(20) PHONE NUMBER 916-327-8441	(21) DATE SIGNED 11/12/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST Gary R. Munhan	(23) CLASSIFICATION B501 Supervisor	(24) NAME (Printed or Typed) GARY R. MUNHAN	(25) PHONE NUMBER (415) 703-1860	(26) DATE SIGNED 11/19/2008
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE - CalRIM CONSULTANT Janice C. Sanchez		(28) APPROVAL NUMBER 08-082	(29) DATE SIGNED 11/24/2008	(30) EXPIRATION DATE 3/25/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives			 CALIFORNIA STATE ARCHIVES	
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey			(34) DATE SIGNED Dec 4, 2008	

08-082

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	2	NOTIFY ARCHIVES	<u>ADMINISTRATIVE RECORDS</u>								
			Correspondence	P/E		Active				ACTIVE	Inactive when inquiries/request satisfied. Destroy on site.
2	1		TEC/Travel Related	P/E		Active				ACTIVE	Active until employee separates or transfers then destroy on site.
			<u>PROGRAM RECORDS</u>								
3	60	NOTIFY ARCHIVES	Legislative Research	P/E		Active + 7 years				ACTIVE + 7	Historical bill files used for legislative research. Archived at the Discretion of the OGA Director. The bill files are to be sent to State Archives and permanently stored at the State Archives.

08-082

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

4.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
5.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
6.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
7.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
8.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.